

**U.S. Department of State  
U.S. Consulate General Ho Chi Minh City**

**Notice of Funding Opportunity**

<b>Name of Federal Agency:</b>	U.S. Department of State
<b>Program Office:</b>	Public Affairs Section
<b>CFDA Number:</b>	19.040
<b>CFDA title:</b>	Public Diplomacy Programs
<b>Funding Opportunity Number:</b>	SVM700-22-PAS-002
<b>Funding Opportunity Title:</b>	Notice of Funding Opportunity
<b>Funding Instrument Type:</b>	Grant or Fixed Amount Award
<b>Statutory authority:</b>	Fulbright-Hays or Smith-Mundt
<b>Maximum for Each Award:</b>	\$10,000
<b>Deadlines for Applications:</b>	June 30, 2022, 11:59 p.m. (Vietnam Time)

**A. PROGRAM DESCRIPTION**

The U.S. Consulate General Ho Chi Minh City of the U.S. Department of State invites Vietnamese alumni of U.S. Government-funded (USG) exchange programs to submit proposals for the 2022 Alumni Small Grants Competition. These grants aim to create opportunities for alumni to work together on a shared vision of a brighter future for Vietnam and the U.S.-Vietnam relationship by addressing shared concerns. Alumni can submit proposals as individuals or under the auspices of a non-profit organization in which alumni are working. Project budgets cannot exceed **\$10,000**. Activities will only be funded in the provinces south of and including Thua Thien Hue. Proposals must be in English and include all required forms. The deadline for submitting an application is **June 30, 2022, 11:59 p.m.** LATE PROPOSALS WILL NOT BE CONSIDERED.

Please follow all instructions below.

**Priority Region:**

Activities will only be funded in the provinces south of and including Thua Thien Hue. You should consider planning for virtual programs in case in-person programs are not feasible due to health and safety concerns related to COVID-19.

**Program Objectives:**

Proposals must explicitly address one or more of the priority objectives related to climate change, health improvement campaign, democracy, gender equality, but not limited to:

- **Economic Prosperity:** Improved opportunities for U.S. businesses, labor standards, soft skills development to work with U.S. businesses, reduction of the bilateral trade deficit, intellectual property rights, promotion of U.S. products, or U.S. business values.
- **Security:** Rule of law, combatting transnational crime, combatting trafficking in persons, improving relations with the Vietnamese diaspora community.

- **Education:** English teaching, teaching methods improvement, curriculum development, education systems modernization, Science, Technology, Engineering, Arts & Math (STEAM).
- **Inclusiveness:** Women's rights and empowerment, access and legal reform for disabled persons, underrepresented groups, marginalized groups, LGBTQI+ communities, ethnic/religious minorities' rights, civil society development.
- **Fundamental Freedoms:** Freedom of expression, press, association, religion.
- **Sustainable Development:** Mekong-U.S. Partnership (MUSP), environmental standards, climate mitigation and adaptation.

### **Participants and Audiences:**

The target audience for successful projects is 15-35 years old.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: up to 12 months

Number of awards anticipated: up to 3 awards (dependent on amounts)

Award amounts: awards may range from a minimum of \$1,000 to a maximum of \$10,000

Total available funding: up to \$30,000

Type of Funding: FY22 Smith Mundt Public Diplomacy Funds

Anticipated program start date: 9/1/2022

**This notice is subject to availability of funding.**

**Funding Instrument Type:** Grant or Fixed Amount Award

**Program Performance Period:** Proposed programs should be completed in 12 months or less.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

Eligible teams **must include at least three alumni members** who have participated in one of the following U.S. Government-sponsored programs, including (but not limited to):

- Fulbright Program (including Fulbright Economics Teaching Program - FETP)
- Hubert Humphrey Fellowship Program
- International Visitor Leadership Program (IVLP)
- International Visitor Program on Demand (former Voluntary Visitor Program)
- Programs under the United States Agency for International Development (USAID), e.g.: ASEAN Youth Volunteer Program (AYVP); the United States Department of Agriculture (USDA), e.g., Borlaug

- Eisenhower Fellowship Program
- Global Undergraduate Exchange Program (UGRAD)
- Studies of the U.S. Institute (SUSI)
- English Language Programs (English Access Microscholarships, AE-Teachers, Brunei-U.S. Partnership, Access Teacher Exchange Program)
- Teacher Excellence Awards (TEA)
- Young Southeast Asian Leaders Initiative (YSEALI) programs (Professional and Academic Fellows, regional exchanges, YSEALI Summer School, YSEALI Academy)
- Southeast Asia Youth Leadership Program (SEAYLP)

## 2. Cost Sharing or Matching

Cost Sharing is not required.

## 3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain this registration. Individuals are not required to be registered in [SAM.gov](http://SAM.gov).

## D. APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package

Application forms required below are available at <https://vn.usembassy.gov/>.

### 2. Content and Form of Application Submission:

#### **Mandatory application package for ORGANIZATION applicants:**

1. Application form: SF424 (for Organizations): <https://vn.usembassy.gov/sf424>
2. Budget information form: SF424A: <https://vn.usembassy.gov/sf424a>
3. Detailed budget narrative spreadsheet (using Consulate General Ho Chi Minh City templates): [https://vn.usembassy.gov/budget\\_narrative](https://vn.usembassy.gov/budget_narrative)
4. Grant proposal form: <https://vn.usembassy.gov/proposal>
5. Any other attachments where applicable (e.g. CV, official permission letter etc.)
6. An NCAGE/CAGE code
7. Proof of active SAM registration.

*Registration/Renewal for NCAGE/CAGE and SAM can take up to four weeks. Please plan accordingly (See detailed instructions below).*

#### **Mandatory application package for INDIVIDUAL applicants:**

1. Application form: SF424I (for Individuals): <https://vn.usembassy.gov/sf424i>
2. Budget information form: SF424A: <https://vn.usembassy.gov/sf424a>
3. Detailed budget narrative (using Consulate General Ho Chi Minh City templates): [https://vn.usembassy.gov/budget\\_narrative](https://vn.usembassy.gov/budget_narrative)
4. Grant proposal form: <https://vn.usembassy.gov/proposal>

5. Any other attachments where applicable (e.g. CV, official permission letter etc.)

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

### **Content of Application**

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

#### **a. Mandatory forms:**

- Organization applicants: SF424 (Application for Federal Assistance - Organizations) at <https://vn.usembassy.gov/sf424>  
OR Individual applicants: SF424I (Application for Federal Assistance - Individuals) at <https://vn.usembassy.gov/sf424i>
- SF424A (Budget Information for Non-Construction programs) at <https://vn.usembassy.gov/sf424a>

#### **b. Budget Justification and Narrative**

- After filling out the SF-424A above (Budget Information for Non-Construction programs), use a separate sheet to describe each of the budget expenses in detail at [https://vn.usembassy.gov/budget\\_narrative](https://vn.usembassy.gov/budget_narrative)
- See section *F. Other Information: 1. Guidelines for Budget Submissions* below for further information.

#### **c. Proposal**

- **Our suggested proposal form** can be found on our website: <https://vn.usembassy.gov/proposal>
- **Summary page:** include the applicant name and organization, project title, project period proposed start and end date, and brief purpose of the project.
- **Introduction to Organizational or Individual and the Capacity:** a description that shows ability to carry out the project, including information on all previous grants from the U.S. Consulate and/or U.S. government agencies.
- **Project Justification/Needs Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed
- **Project Goals, Objectives:** The “goals” describe what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals, as well as the sustainability and impact of the project. These should be achievable and measurable.

- **Project Activities:** Describe the project activities and how they will help achieve the objectives, including a clear public outreach component.
- **Implementation Timeline:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.
- **Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.

#### **d. Attachments where applicable**

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- Official permission letters, if required for program activities

### **REQUIRED REGISTRATIONS**

All ORGANIZATIONS applying for grants (*except individuals*) must obtain these registrations.

*All are free of charge:*

- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

**Step 1:** Apply for an NCAGE/CAGE number (this can be completed simultaneously)

NCAGE/CAGE application<sup>1</sup>: Application page here (but need to click magnifying glass and then scroll down to click new registration)

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

**Step 2:** After receiving NCAGE/CAGE code, proceed to register or renew in System for Award Management (SAM). You must have an NCAGE/CAGE code before proceeding to this step. SAM registration must be renewed annually.

<b>SAM Account</b>	Create SAM Individual User Account at <a href="http://www.SAM.gov">www.SAM.gov</a>
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<sup>1</sup> Instructions: <https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

<b>SAM Registration<sup>2</sup></b>	Log in the account and select “Register New Entity”
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**Please note: Only NCAGE/CAGE and SAM can assist with technical questions or problems applicants may experience during the registration process.**

**SUBMISSION INFORMATION:**

Submit your complete package to [HMCGrants@state.gov](mailto:HMCGrants@state.gov) with subject “ALUMNI GRANT – SVM70022PAS002”.

- DO NOT WinZar or WinZip your application otherwise it may not be reviewed.

*A formal decision on your proposal will normally be made within 60 days but may take longer. Once a decision is made to fund your proposal, and all documentation is complete we will begin the process of funding.*

3. Submission Dates and Times

Applications are due no later than **June 30, 2022, 11:59 p.m.**

4. Funding Restrictions

Grant funds CANNOT be used to:

- Cover excessive costs related to meals, drinks (no alcohol is allowed), gifts, etc.
- Support individual research projects of alumni
- Support for-profit entities
- Fund projects WITHOUT a public outreach component

**E. APPLICATION REVIEW INFORMATION**

1. Selection Criteria and Selection Process

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

**Quality and Feasibility of the Program Idea:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

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<sup>2</sup> Quick Guide is available at [https://www.sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf). For support on SAM, please access <https://fsd.gov/>

**Program Planning/Ability to Achieve Objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

**Sustainability:** Program activities will continue to have positive impact after the end of the program.

## 2. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

## F. FEDERAL AWARD ADMINISTRATION INFORMATION

### 1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

## 2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- 2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT
- 2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION
- 2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS
- 2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)
- 2 CFR 183 - NEVER CONTRACT WITH THE ENEMY
- 2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS
- U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:



- President’s September 2, 2020 memorandum, entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities*;
- *Executive Order on Combating Race and Sex Stereotyping* (E.O. 13950);
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

### 3. Reporting

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports quarterly. The award document will specify how often these reports must be submitted.

First Quarter (September 1 – December 31): Report due by January 31

Second Quarter (January 1 – March 31): Report due by April 30

Third Quarter (April 1 – June 30): Report due by July 31

Fourth Quarter (July 1 – September 30): Report due by October 31

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

If you have any questions about the grant application process, please contact: [HCMCGrants@state.gov](mailto:HCMCGrants@state.gov) with subject “**INQUIRIES - ALUMNI GRANT - SVM70022PAS002**”.

## **H. OTHER INFORMATION**

### **Guidelines for Budget Justification**

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

**Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

**Indirect Costs:** These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.